



Job announcement: #16-07

Open to current members of the Washington Army National Guard.

Opening Date: 29 APRIL 2016

Closing Date: 20 MAY 2016

Vacancy Announcement: Statewide

Grade Requirements: E2-E5 (PV2-SGT)

Branch Requirements: Branch/MOS Immaterial

Position: HRF Property Book Technician

Location: Boeing Field Armory, 6736 Ellis Ave S., Seattle, WA 98108

The WA-HRF will train individuals for this position that do not have the requisite MOS and or desired qualifications. Preference in hiring will be given to those individuals already qualified, but all applications will be seriously considered.

Brief Description of Duties:

Assist the WA HRF and as required, the 96th TC Property Book Officer in managing the WA HRF and CERFP property book. Reconcile all property shortages/overages between the Property Book and the Joint Mission Essential Equipment List (JMEEL). Identify and correctly code in PBUSE MTOE items identified on the JMEEL for HRF use in Domestic Operations. Assist the 96th TC PBO in the ordering, receipt, and turn-in of WA HRF equipment. Assist the WA HRF Primary Hand Receipt Holders (PHRH) in maintaining accurate sub-hand receipts in the PBUSE system. Assist in inspections of HRF hand receipts and property books in support of the HRF Command Supply Discipline Programs IAW AR 735-5. Assist the HRF PHRH and the 96th TC PBO in transitioning HRF property from the current PBUSE system to the new GCSS-A property system. Perform other duties as assigned.

Minimum Qualifications:

- Grade: E2-E5 (PV2-SGT), current member of WAARNG or willing to IST prior to assignment.

- Branch/Functional Area: Immaterial.
- Security Clearance: NACLC/Interim investigation.
- Completed requisite level of Military Education, if applicable.
- Strong work ethic with a highly developed attention to detail.
- Able to meet all administrative hiring requirements for ADOS service.
- Proficiency in MS PowerPoint, MS Word, SharePoint and MS Excel programs.

Desired Qualifications:

- MOS: 92Y, 92A or extensive experience with the PBUSE system
- Experience in a unit supply room
- Familiarity with multiple types of military vehicles and equipment
- Previous experience in logistics, logistics management or accountability
- Advanced MS Excel experience.

Conditions of Employment:

Applicants must meet all requirements for Full Time National Guard Duty – Other Training Duty (FTNGD-OTD) employment as directed by the WAARNG G1 and G3. Employment is contingent on submission of a complete and accurate FTNGD-OTD packet to the HRF-X J1 and on meeting the requirements for FTNGD-OTD duty with the WAARNG. **Applicants must have, at the minimum a National Agency Check and Local Plus Credit (NACLC) within the JPAS system at the time of hire.**

Additional Information:

- Will be required to complete ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800, and HAZMAT Awareness training within 2 months of date of hire.
- Will be required to complete ICS-300 and ICS-400 within 6 months of hire.
- Will be required to obtain a military driver's license.

Application Procedure:

Please see the WASHINGTON HOMELAND RESPONSE FORCE VACANCY APPLICATION CHECKLIST included with this announcement for required documents to submit with your application. All applications must be received at the HRF-X J1, NLT 1630 on the closing date.

Email applications to: J1 Staff:
ng.wa.waarng.list.hrf-j1@mail.mil

Mail applications to: Region X- Homeland Response Force
 ATTN: J1 Human Resources Office
 Boeing Field Armory, Bldg. 201
 6736 Ellis Avenue South
 Seattle, WA 98108

Mailed applications are not recommended but will be received. Applications must be post marked NLT the closing date for the vacancy announcement.

Position Fill:

All applications received on or before the closing date will be reviewed for completeness and eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates. Application packets with missing documents or information will not be considered and will be deemed unqualified for consideration. It is the applicant's responsibility to ensure the application packet and all supporting documents are accurate and complete.

Equal Employment Opportunity:

This position will be filled without regard to race, color, gender, religion, national origin, or political affiliation.

You can reach the HRF-X J1 Human Resources Office at (206) 658-6100 or ng.wa.waarng.list.hrf-j1@mail.mil.

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AARON L. BERT
MAJ, AR, WAARNG
HRF-X Chief of Staff

DISTRIBUTION: A

APPLICATION PACKET INSTRUCTIONS

How to Apply:

All applicants must submit a complete application packet to the HRF-X J1 Office on or before the closing date of this announcement to be considered for the position.

The documents listed on the checklist may be located in iPERMS, AKO, or through your Readiness NCO/Battalion S1. It is highly recommended that all applicants use these sources to prepare their application packet. Utilize the attached checklist to assist in packet preparation.

- Arrange your packet in the order listed on the checklist before submission.
- Include the checklist as a cover sheet to your packet; ensure your name and contact information are complete, current, and legible before submission.
- For emailed applications: If possible, scan all documents together as one PDF file before attaching to an email. If not possible, multiple documents attached to an email will be accepted.

WASHINGTON HOMELAND RESPONSE FORCE
VACANCY APPLICATION CHECKLIST

Job Announcement #: _____

Name (Last, First): _____ Rank: _____

Daytime Phone: _____ Email: _____

Current Status (Circle One): M-DAY / FTNGD-OS / AGR / TECH / AC / USAR

Nature of Duty (If Fulltime Military): _____

Current (M-Day) Unit of Assignment: _____

Required Documents for HRF Vacancy Application:

1. ____ **This Checklist:** Ensure name and contact information are complete/legible.
2. ____ **Cover Letter:** Outline your interest in the position and specify how your experience meets position minimum and/or desired qualifications.
3. ____ **Current Civilian Resume:** Any format is acceptable.
4. ____ **Current Military Biographical Summary:** Template.
5. ____ **ORB/ERB:** Brief date must be within 6 months of position closing date.
6. ____ **Last three OERs/NCOERs:** If you are missing an OER/NCOER, include the last three OERs/NCOERs that are complete. If you are a 2LT/1LT or WO1/CW2 and do not have three OERs, include all OERs that you have. Any missing OERs/NCOERs must be addressed in either the cover letter or in a separate memorandum included in the additional supporting documents section.
7. ____ **DA Form 705 (APFT Card):** Must show a "For Record" APFT with "Pass" or "Go" dated within 6 months of position closing date (use DA Form 705 dated May 2010). If applicable, submit a Body Fat Content Worksheet (DA Form 5500-5 for males; DA Form 5501-R for females) which shows "individual is in compliance with Army standards" and is signed by your Commander, First Sergeant or unit Readiness NCO.
8. ____ **NGB Form 23-B (Retirement Points History Statement):** Dated within 6 months of position closing date.
9. ____ **Additional Supporting Documents:** letters of recommendation, certificates, diplomas, transcripts, awards, etc. that you feel will strengthen your application.